



NCI-Frederick

# FACILITY

## Data Management

## Technician Helpful Hints

### **GENERAL CONTACT INFORMATION**

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### **REFERENCE**

The FACILITY SOP is located on the FACILITY web page:

<http://web.ncicrf.gov/rtp/lasp/fac/>

This should be the first document referenced when there is a question or concern. The web page can also provide general information related to FACILITY, helpful hints, forms, and user training/information.

### **LASP ONLINE ACCESS**

This online system provides investigators, facility managers, and technical staff with real-time [\*] or weekly inventories, ASP information, and customized reports to promote efficient colony management and tracking. [\*] Please note that "real-time" inventories are only available to investigators that have requested this feature [data frequency may vary] and have dedicated technical staff and equipment to support the request.

<http://www.ncicrf.gov/rtp/lasp/intra/facilityreports/login.asp>

### **STRAIN CODE REQUEST FORM**

This web-based system is used to request the addition of strain codes for drop-down selection in the FACILITY database. These requests should be coordinated with your facility administrative staff contact.

[http://web.ncicrf.gov/rtp/lasp/intra/forms/strain\\_code/](http://web.ncicrf.gov/rtp/lasp/intra/forms/strain_code/)

### **IMPORTANT THINGS TO REMEMBER**

- FACILITY is a tool to foster communication between the technician and the investigative staff
- Always communicate with the investigative staff
- Be sure to enter accurate data in a timely fashion [and as scheduled with the requesting investigator]
- Always ask for help if there is a question of any kind
- Teamwork is key

### **DATA ENTRY SHORT CUTS**

- Adding Animals/Cages

To add animals and cages at the same time:

Group Manager: Click the add animals tab and check the create cages box [this will put animals added into cages randomly, so only add same sex animals at a time]. This is a fast way to add a large number of animals to a group of the same strain and sex and to put them in cages. NOTE: If you need the animals to go into specific cages it is best to not create cages at the time you add animals.

- Moving Cages/Animals to Different Groups/Room

To move an entire cage that CONTAINS animals to a different group, go to the animals in cages tab [in Group Manager]. Select the cage and click the transfer tab. This will

only move cages with animals in them.

If the Cage/Animals have been moved to a different room, you must change the room # for that cage to the new room #.

- Renumber, Adding/Removing Prefix/Suffix, Cages and Animals:

To renumber animals: Right click on the highlighted animals in the animals in group tab and select renumber.

To renumber cages: Go to edit cages and edit cage number there.

To add/remove/change prefix/ suffix: Go to edit animals or edit cages. You can add/change/ remove prefix and suffix to multiple animals or cages quickly by entering the first prefix/suffix, highlighting it, left clicking, and then drag down the column. You MUST SAVE changes by clicking the SAVE tab at the top of the page.

- Creating New Litters:

When adding new litter, this is a good place to add a prefix/suffix to the pedigree number for the entire group of pups. Also enter as much information possible [sex, strain, genotype, etc.] here to save time later. This information can also be entered/edited before the pups are weaned.

- Weaning Animals:

To wean a litter: In cage manager; click the weaning tab and select the cage that the pups need to be weaned from. Remember to add the cages before you wean the pups.



Please note that you have to give the cage a sex to have the sex of the animals appear on the printed cage cards in FACILITY. If you need to add cages of both males and females, add the number of cages you need and then use the edit cages tab to select the sex for each cage. Remember to save any changes made in the edit cages tab.

➤ Genotyping:

To enter genotyping information: In the group manager, go to the edit animal tab [or double click on the animal] to edit an individual animal's information or use the edit animals tab when editing information for more than a few animals. The genotype field can be used or the customized user group fields can be used as well.

➤ Hiding/Euthanizing Animals

When hiding animals, they must be marked as DEAD, before they are hidden. You can also give a cause of death for the animal when the animal is marked as DEAD. Please note that all animals euthanized need to be updated in FACILITY that same day.

#### QUALITY ASSUANCE CHECKS

➤ EDIT Reports

At least once a **week** all technicians should be running *EDIT reports* in Supplemental to check for data entry errors.

➤ Other Reports/Checks

At least once a **month** technicians should run the "*EMPTY CAGE*" report found in cage manager, [for each group].

At least once a **month** technicians should sort hidden animals by disposition [for each group] to look for any animals hidden not marked as DEAD.

#### IMPORTANT NOTE

All technicians should be cross-referencing the colony data that they are entering for investigators on a weekly basis to verify accuracy.